

# Portable Fire Extinguishers

## Monthly Inspection Procedures

Who can do monthly fire extinguisher inspections? Anyone can perform the required monthly inspections, using the guidelines below for a typical fire extinguisher. If you have an unusual fire extinguisher, contact your dealer for specific items to check.

**NOTE:** All fire extinguishers in places of business or multi-family occupancies must be inspected, serviced, and tagged at least once each year by a licensed fire extinguisher contractor, in addition to the monthly check described below.

An inspection is a “quick check” that visually determines that a fire extinguisher is available and will operate. The purpose of the monthly inspection is to give reasonable assurance that the fire extinguisher is fully charged and will operate effectively if needed. The monthly inspection should include a check of the following items:

1. Extinguisher is located in its designated place. It cannot be placed on the floor. It must be wall-hung on a bracket/hanger or mounted in a cabinet.
2. Extinguisher is located in an easy-to-reach, readily visible location. Obstructions, such as equipment, cannot be allowed to block the extinguisher.
3. Operating instructions on the name plate are legible and visible when the extinguisher is mounted.
4. Tamper indicators and seals are in place and not broken.
5. Annual maintenance tag, with date punched and name of maintenance company, is securely attached to the extinguisher. Maintenance date must not be over one year old.
6. Extinguisher appears full when hefted.
7. Extinguisher shows no visible evidence of physical damage, corrosion, rust, leakage, or a clogged nozzle.
8. Pressure gauge is in the operable (green) range or position (if the extinguisher is equipped with a gauge.)

If all of the above are ok, initial and date the back side of the maintenance tag (this will satisfy fire code requirements for written records of the monthly inspections).

**Contact your fire extinguisher dealer if items 3 through 8 are not correct.**